

Policy Type: **Operational**

Policy Number: **O-20**

Policy Title: **Construction Project Management Policy**

Policy Approved: November 2024

Effective: January 2025 - December 2027

1. PURPOSE

1.1 The Windsor Public Library Construction Project Management Policy is intended to provide a framework and guidelines with regard to library building or renovation project management.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor; and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 As per the Windsor Public Library / City Amending Agreement of March 21, 2017:10. Section 3(a):

“(iii) Provide, upon request of the Board and subject to concurrence of the City acting reasonably, at no cost to the Board, the following services:

4. Construction Project Management services;

as the Board determines, in consultation with the City, to be necessary or appropriate to operate the Library”.

2.3 The Construction Project Management Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

Windsor Public Library Values Statement – Accountability “We are committed to providing efficient use of public funds and resources”.

2.4 This policy applies to all employees, volunteers and agents.

3. POLICY

3.1 The Windsor Public Library Board with assistance from the City of Windsor is responsible for the construction and project management of the Windsor Public Library. In fulfilling this responsibility the Windsor Public Library follows the City of Windsor’s *Project Management and Methodology Policy* which is supported by City and Windsor Public Library employees.